

FISCAL YEAR 200SCHOOL FOOD AUTHORITY/FOOD SERVICE MANAGEMENT COMPANY
RENEWAL ADDENDUM CHECKLIST

School Food Authority _____ FSMC _____

Agreement # _____

A. ADDENDUM☐ **ORIGINAL FOOD SERVICE MANAGEMENT COMPANY ADDENDUM THAT INCLUDES:**

- ☐ required addendum language
- ☐ effective date of addendum
- ☐ **ORIGINAL** signatures for each signing party
- ☐ dates of execution for each signing party
- ☐ current management/administrative fee(s) (even if unchanged)
- ☐ current school food authority subsidy/return or no cost guarantee (if applicable)

ATTACHMENTS

- ☐ completed Debarment/Suspension Certificate (Form #130)
- ☐ completed Certificate of Independent Price Determination (**signed** by the school food authority **and** food service management company) (Form #131)
- ☐ completed Disclosure of Lobbying Activities (Form #132)
- ☐ completed Certification Regarding Lobbying (Form #133)
- ☐ if applicable, exhibits referenced in the addendum

B. REQUIRED LANGUAGE CHECKLIST☐ **Completed Food Service Management Company Addendum Required Language Checklist (Appendix C—Form #18).****C. INDEX RATE WORKSHEET**☐ **COMPLETED INDEX RATE FORM (Form #272)** Available at www.state.nj.us/agriculture/forms.htm**D. PUBLIC SCHOOL FOOD AUTHORITIES - BOARD MINUTES**

- ☐ Board Minutes – A true copy of dated official board minutes renewing the food service management company contract must include:
 - ☐ **ALL MANAGEMENT/ADMINISTRATIVE FEE(s) EXACTLY AS STATED IN THE ADDENDUM**
 - ☐ The school food authority's guaranteed subsidy/return or no cost guarantee **EXACTLY** as it appears in the addendum (if applicable).
 - ☐ **CERTIFYING** statement
 - ☐ **ORIGINAL** signature of board secretary

Submitted by: _____

Title: _____

Phone: _____

Fax: _____